



CITY OF SANTA FE ADMINISTRATIVE MANUAL

Originating Business Unit: RISK MANAGEMENT/SAFETY DIVISION



SAFETY TRAINING & MEETING POLICY	Policy Number 62103-7-7	# Pages 5
	Effective Date 10/07/08	Revision Date

1.0 PURPOSE:

- 1.1 The purpose of this policy is to establish the City of Santa Fe's procedures for employee safety training and safety meetings, to ensure compliance with all mandated City of Santa Fe rules and regulations, OSHA Regulations, the City of Santa Fe Safety Manual, and the City of Santa Fe Supervisors' Guide for Employee Site Specific Training.

2.0 POLICY STATEMENT:

- 2.1 Safety is everyone's responsibility. By law, employers are responsible for various aspects of the health and safety of their employees. At the City of Santa Fe, this responsibility is delegated to the departments and direct supervisors of these employees. The reason for this is supervisors are more familiar with, and understand better, the day-to-day operations of their particular area. Also, they are in the best position to oversee the health and safety of their employees.

3.0 APPLICABLE TO:

- 3.1 All employees of the City of Santa Fe are required to abide by the instructions and guidelines provided within this policy.

4.0 REFERENCES:

- 4.1 OSHA General Industry Standards (29 CFR 1910)
4.2 OSHA Construction Standards (29 CFR 1926)
4.3 City of Santa Fe Safety Manual
4.4 City of Santa Fe Supervisors' Guide to Employee Site Specific Training

5.0 POLICY:


- 5.1 Training is the one of the most effective methods of building a safe approach to employees' work efforts. Knowledge of safety rules and regulations, and knowing when and how to apply these rules, is essential to job safety. To help ensure that employees receive the training necessary to perform their jobs safely, the City of Santa Fe Safety Manual and the City of Santa Fe Supervisors' Guide for Employee Site Specific Training offer supervisors the information and tools necessary to provide the required training to their employees.

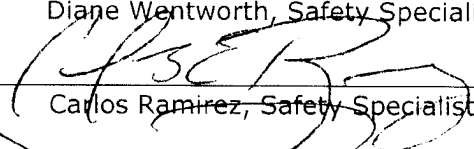
- 5.2 Supervisors shall conduct safety meetings and employees shall be required to attend. Topics for these meetings can include information from the City of Santa Fe Safety Manual and/or the Supervisors' Guide for Site Specific Training; as well as from other resources that the supervisor and/or the Risk Management/Safety Division feels appropriate to enhance the quality of safety for the employees on the job.

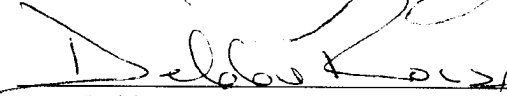
6.0 PROCEDURES:

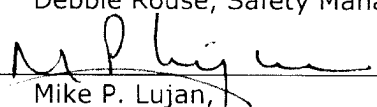
- 6.1 When newly hired or when transferred to a new position, the supervisor of the employee shall train the employee on all safety topics, regulations, and/or standards applicable to his/her specific job duties.
- 6.2 This training shall be conducted within ten days of a person's new employment or change of position; or prior to the employee engaging in the particular activity; whichever occurs first.
- 6.3 The supervisor shall administer a quiz/test on each specific topic covered in the training. A quiz/test is provided for each topic in the Supervisors' Guide for Site Specific Training or the supervisor may contact the Risk Management/Safety Division for additional quiz/tests.
- 6.4 Refresher training/briefing shall be conducted annually or as often as required by standards and/or regulations.
- 6.5 The supervisor shall document the date of time of each new training and refresher training on the Acknowledgement of Employee Safety Training Form provided in Appendix A. The employee shall sign the Acknowledgement Form and the supervisor will then forward a copy this document to the Risk Management/Safety Division for recordkeeping purposes.
- 6.6 Safety Meetings shall be conducted by supervisors at least monthly; and weekly when possible.
- 6.7 Employees shall sign a roster (see Appendix B) verifying their attendance at each Safety Meeting. The roster shall include the date and time of the Safety Meeting and a brief description of the topic covered.
- 6.8 The Safety Meeting roster shall be forwarded to the Risk Management/Safety Division for recordkeeping purposes.
- 6.9 The Risk Management/Safety Division will periodically update the City of Santa Fe Safety Manual and/or the Supervisors' Guide for Site Specific Training to reflect current OSHA and/or other safety-related regulations or policies.

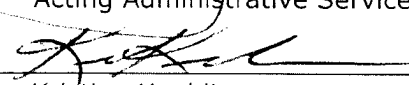
7.0 REVIEW AND APPROVALS:

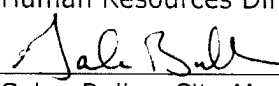
7.1 PREPARED BY:  10-7-08
Diane Wentworth, Safety Specialist DATE

 10/7/08
Carlos Ramirez, Safety Specialist DATE

7.2 REVIEWED BY:  10/7/08
Debbie Rouse, Safety Manager DATE

7.3 APPROVED BY:  10-7-08
Mike P. Lujan, DATE
Acting Administrative Services Department Director

7.4 APPROVED BY:  10-14-08
Kristine Kuebli, DATE
Human Resources Director

7.5 APPROVED BY:  10/16/08
Galen Buller, City Manager DATE

ACKNOWLEDGEMENT OF EMPLOYEE SAFETY TRAINING

Employee Name: _____

Title: _____

Department/Division: _____

Employee's Supervisor: _____

Training Requirement: New Hire/Transfer/Annual Refresher (circle one)

Date of Training: _____

PURPOSE:

When newly hired or when transferred to a new position, the supervisor of the employee shall train the employee on all safety topics, regulations, and/or standards applicable to his/her specific job duties. This training shall be conducted within ten days of a person's new employment or change of position; and/or prior to engaging in the specific task – whichever comes first. When required, the supervisor shall also provide an annual refresher training/briefing on all topics. The supervisor shall administer a quiz/test on each specific topic covered in the training.

INSTRUCTIONS:

Please check off each of the topics below after they are discussed to acknowledge training/briefing and understanding of the topic discussed. This completed form must be signed by the employee and supervisor, and returned to the Risk Management/Safety Division. The Supervisor shall also keep a copy on file.

TRAINING TOPICS:

- | | |
|--|--|
| <input type="checkbox"/> Accident Reporting | <input type="checkbox"/> Forklifts |
| <input type="checkbox"/> Aerial Platform/Lifts | <input type="checkbox"/> Hand & Powered Tools |
| <input type="checkbox"/> Asbestos | <input type="checkbox"/> Hazard Communication |
| <input type="checkbox"/> Back Care/Lifting | <input type="checkbox"/> Hearing Conservation |
| <input type="checkbox"/> Bloodborne Pathogen | <input type="checkbox"/> Ladders/Stairways |
| <input type="checkbox"/> Chemical Storage | <input type="checkbox"/> Lockout/Tagout |
| <input type="checkbox"/> Confined Space | <input type="checkbox"/> Personal Protective Equipment |
| <input type="checkbox"/> Electrical Work | <input type="checkbox"/> Respiratory Equipment |
| <input type="checkbox"/> Ergonomics | <input type="checkbox"/> Slips, Trips, and Falls |
| <input type="checkbox"/> Emergency Evacuation Plan | <input type="checkbox"/> Trenching/Excavation |
| <input type="checkbox"/> Fall Protection | <input type="checkbox"/> Welding/Cutting |
| <input type="checkbox"/> Fire Safety | <input type="checkbox"/> Work Zone/Traffic Safety |

=====

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____

TRAINING/SAFETY MEETING ROSTER

Supervisor/Instructor Name:

Training/Meeting Topic (Brief Description):

Date of Training/Meeting:

	EMPLOYEE NAME (Please Print)	DEPARTMENT/DIVISION	DATE of TRAINING	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				